

U.S. DEPARTMENT OF STATE
U.S. EMBASSY BRATISLAVA, PUBLIC AFFAIRS SECTION
Notice of Funding Opportunity

Funding Opportunity Title: U.S. Embassy Bratislava PAS-SWT Program

Funding Opportunity Number: PAS-002-FY2021

Deadline for Applications: August 31, 2021

Assistance Listing Number: 19.451

Total Amount Available: \$84,500.00

A. PROGRAM DESCRIPTION

The U.S. Embassy Bratislava Public Affairs Section (PAS) of the U.S. Department of State announces a limited competition for organizations to submit applications to carry out a program to facilitate the participation of selected first-time Summer Work & Travel applicants in the 2022 season. Please follow all instructions below.

Priority Region: Slovak Republic

Program Objectives:

During the COVID pandemic, the Summer Work and Travel Program (hereinafter referred to as SWT Program) was halted. We expect that the pandemic situation will continue to improve and the SWT Program will return to normal in 2022. In this context, the U.S. Embassy Bratislava, PAS, is looking for an experienced and capable Slovak SWT agency to administer a U.S. Government-sponsored SWT promotional program called “SWT Ambassadors” for selected Slovak first-time SWT participants who show willingness to become “ambassadors” – active promoters of the SWT program after their return from the U.S.. The “SWT Ambassadors” program will cover all major costs related to the participation in the SWT program for the selected participants.

Students interested in the SWT Ambassadors program will register through the www.letovamerike.sk website, operated by the U.S. Embassy Bratislava, PAS. Data of the registered applicants will be shared with the Slovak SWT agency selected based on this limited competition in order to create a shortlist of successful applicants. The selected SWT agency will use the funding available through this NOFO to provide complex support to as many first-time SWT participants as possible. This complex support includes but is not limited to:

- a) In cooperation with PAS, definition of selection criteria and mechanism to identify the best candidates to be included in the SWT Ambassadors program;
- b) Providing a variety of offers to the SWT Ambassadors program applicants, including a broad range of job offers in various US regions;
- c) Purchasing flight tickets for the selected candidates (ref. Fly America Act), and optionally covering insurance/other costs as agreed with PAS;
- d) Operational management and basic promotion of this SWT Ambassadors program (PAS will run a promotion campaign).

Participants and Audiences:

A regionally and gender – balanced pool of first-time SWT participants who show willingness to become ambassadors of the SWT program after their return from the U.S. shall be selected.

Participants of the SWT Ambassadors program must be Slovak citizens.

B. FEDERAL AWARD INFORMATION

Length of performance period: up to 24 months

Number of awards anticipated: 1 award

Total available funding: \$84,500

Type of Funding: FY2021 ECA Funds

Anticipated program start date: October 1, 2021

This notice is subject to availability of funding.

Funding Instrument Type: Cooperative agreement: the U.S. Embassy in Slovakia will be involved in the grant implementation, particularly in regards definition of selection criteria, setting up the mechanism to identify the best candidates, and the final selection of the candidates.

Program Performance Period: Proposed programs should be completed in 24 months or less.

C. ELIGIBILITY INFORMATION**1. Eligible Applicants**

The following organizations are eligible to apply:

- Organizations having a proven experience with managing at least 2 SWT seasons registered in the Slovak Republic.

2. Cost Sharing or Matching

Not required but looked favorably upon.

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on www.SAM.gov. Please see Section D.3 for information on how to obtain these registrations. Individuals are not required to have a unique entity identifier or be registered in SAM.gov.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms required below are available at <https://sk.usembassy.gov/education-culture/public-affairs-section-grant-opportunities/>

2. Content and Form of Application Submission

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Content of Application

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to A4 paper

The following documents are **required**:

1. Mandatory application forms

- **SF-424** (Application for Federal Assistance – organizations)
- **SF-424A** (Budget Information for Non-Construction programs)
- **SF-424B** (Assurances for Non-Construction programs) at (note: the SF-424B is only required for organizations not registered in SAM.gov)

2. Summary Page or the Small Grants Application Form: Cover sheet stating the applicant's name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program (1-2 sentences).

3. Proposal or the Small Grants Application Form (4 pages maximum): The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.

- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Introduction to the Organization applying:** A description of past and present operations, organizational capacities, showing ability to carry out the SWT Ambassadors program, eventually including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Program Design:** A description of how the SWT Ambassadors program is expected to work. Include information on as many aspects mentioned in part A of this NOFO as possible.
- **Program Objective:** achievable and measurable indicator – estimated number of participants.

- **Proposed Program Schedule and Timeline:** Include key dates, times, and locations of planned activities and events.

4. Budget Justification Narrative: After filling out the SF-424A Budget (above), use a separate sheet of paper to describe each of the budget expenses in detail. Applications must include an estimated number of total SWT participants to be supported and what costs are being covered for the participants from the grant.

See section H. Other Information: Guidelines for Budget Submissions below for further information.

5. Attachments - optional:

- CV or resume of key personnel who are proposed for the program.
- Letters of support from program partners describing the roles and responsibilities of each partner.
- If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
- Official permission letters, if required for program activities.

3. Unique Entity Identifier and System for Award Management (SAM.gov)

Required Registrations:

Any applicant listed on the Excluded Parties List System (EPLS) in the [System for Award Management \(SAM\)](#) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.” Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- www.SAM.gov registration

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/webform>

NCAGE application: Application page here:

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

For NCAGE help from within the U.S., call 1-888-227-2423

For NCAGE help from outside the U.S., call 1-269-961-7766

Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto:

<https://www.sam.gov>. SAM registration must be renewed annually.

4. Submission Dates and Times

Applications are due no later than August 31, 2021

5. Funding Restrictions

Only costs directly linked to the activities described in part A. of this NOFO are eligible.

6. Other Submission Requirements

All application materials must be submitted by email to Bratislava_GrantsSlovakia@state.gov.

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.

Organizational Capacity and Previous experience with SWT – 25 points: The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account.

Quality and Feasibility of the Program Idea – 25 points: The program idea is well developed, with detail about which SWT costs will be covered and which facilitations will be provided. The proposal includes a reasonable implementation timeline as well as a reasonable proposal concerning the selection process of the SWT promo-Program participants.

Budget – 50 points: Effective use of funding to cover the costs for the maximum number of SWT Ambassadors program participants will be a key evaluation factor. The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

2. Review and Selection Process

A review committee will evaluate all eligible applications.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method: Payments will be made in at least two installments, as needed to carry out the program activities.

2. Administrative and National Policy Requirements

Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply.

These include:

- [2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)
- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)
- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)
- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE \(FINANCIAL ASSISTANCE\)](#)
- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)

- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)
- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)

In accordance with the Office of Management and Budget’s guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register’s 85 FR 49506 on August 13, 2020, particularly on:
 - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
 - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
 - Promoting the freedom of speech and religious liberty in alignment with Promoting Free Speech and Religious Liberty (E.O. 13798) and Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
 - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
 - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

3. Reporting

Reporting Requirements: Recipient will be required to submit 1 final financial report and 1 final program report.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact PAS at: Bratislava_GrantsSlovakia@state.gov.

H. OTHER INFORMATION

Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.